

***Treasury Account Symbol/Business Event Type Codes
Addendum to the User Manuals for the***



Intra-governmental Payment and Collection System

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For additional copies of this manual, see the Web site at:

<http://www.fms.treas.gov/goals/IPAC/index.html>

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TAS/BETC Addendum
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Section 1 Getting Started

Introduction

The addition of the Treasury Account Symbol/Business Event Type Code (TAS/BETC) section into the Payment Entry, Collection Entry, Adjustment Entry, and Zero Dollar Entry screens is the most significant change in this release.

Transaction Related Goals

If you are new to IPAC, the following information might be helpful. The Finished, More Detail, and SGL Accounts buttons are the primary buttons used to obtain your transaction related goals.

- The Finished button is the OK or Submit button for entering a payment, collection, or zero dollar transaction.
- The More Detail button saves entered payment or collection transaction information and provides a new form for entering another detail or transaction.
- The SGL Accounts button allows you to add SGL information to your payment or collection transaction.

Errors

If you receive a long list of errors (see Figure 1.1), don't panic. New users often receive errors. The IPAC system is designed to show you the first field in the error list by automatically putting the cursor in that field, after closing the window that contains the listing of errors. In the example below, the cursor would appear first in the Receiver DUNS Plus4 field.

Refer to the error list window to complete the fields, or, if you are a new user, close the window so that the cursor will find the field for you. Click Finish to create a new error list and complete another field.

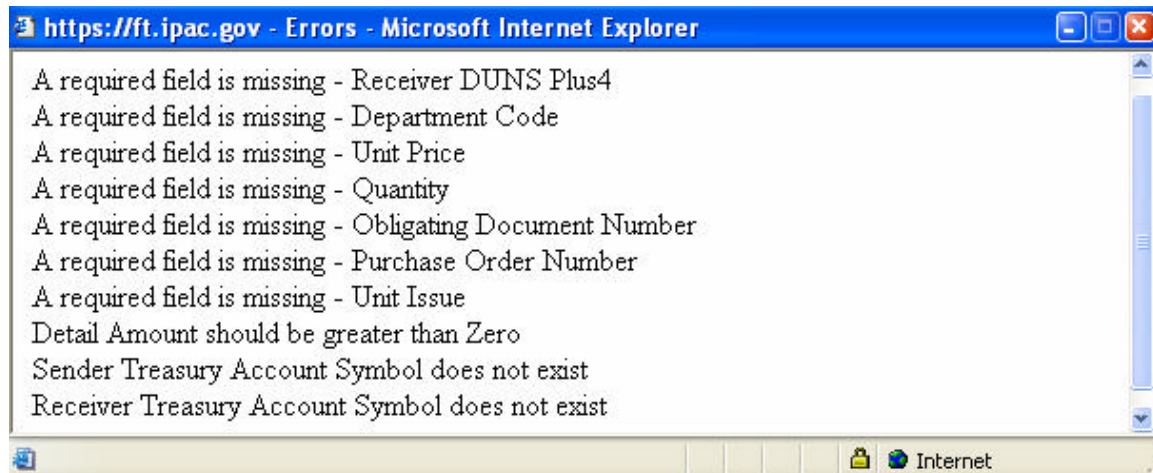


Figure 1.1 List of Errors Display

After you finish your payment or collection transaction, you will receive an error about missing SGL information. Click the SGL Accounts button, which displays the SGL Accounts screen (see Figure 1.2) to enter the necessary SGL information.

The screenshot shows a software window titled "SGL Accounts". At the top, there is a header bar with the title. Below the header, there is a row of five buttons: "OK", "Clear", "Cancel", "Return To IPAC Main Menu", and "Help". The main area of the window is titled "Sender SGL Accounts" and contains a table with four columns: "SGL", "F/N", "Debit", and "Credit". There are three rows in the table. The first row has "1010" in the SGL column, "F" in the F/N column, an empty box in the Debit column, and "24.00" in the Credit column. The second row has "1622" in the SGL column, "F" in the F/N column, "24.00" in the Debit column, and an empty box in the Credit column. The third row has an empty box in the SGL column, "F" in the F/N column, an empty box in the Debit column, and an empty box in the Credit column. At the bottom of the window, there is another row of five buttons: "OK", "Clear", "Cancel", "Return To IPAC Main Menu", and "Help".

SGL	F/N	Debit	Credit
1010	F		24.00
1622	F	24.00	
	F		

Figure 1.2 SGL Accounts Screen

Section 2 Payment Entry

The Payment Entry screen (see Figures 2.1 and 2.2) contains the TAS/BETC section.

IPAC - Payment Entry

Finished More Detail SQL Accounts Review Detail Special Requirements Return To IPAC Main Menu Clear

Help

Originating ALC: 20180002 Customer ALC: 12400001 Summary Amount: Number of Details:

ALC Contact: Sybil Graham Contact Phone: Contact Email:

Treasury Account Symbol BETC

Sender (20)% Find

Search Result List

Receiver (20)200550 Accrued Int Payable on Exchanges of Deferred US Treasury Sec. Decrease

History List (20)200903 Adjustment to Offsetting Collections (20)200803 Gross Disbursement

Sender DUNS Sender DUNS +4 Receiver DUNS Receiver DUNS +4 1111

Purchase Order Number: * 888888 Invoice Number: * 888888 Receiver Dept Code: * 12

Requestion Number: Contract Number: Obligating Document Number: * 888888

JAS Number: ACT (Trace Number) CLIN:

Figure 2.1 Payment Entry Screen

Quantity: * 12.00 Unit Price: * 2.00 Detail Amount: * 24.00

Pay Flag: * Final Unit of Issue: * ea Job (Project) Number:

Accounting Classification Code: FSN/AAA/ ADSN: 0 ACRN:

Transaction Contact: Contact Phone: DOD Activity Address Code:

Transaction Description: Miscellaneous Information:

Finished More Detail SQL Accounts Review Detail Special Requirements Return To IPAC Main Menu Clear

Help


Figure 2.2 Payment Entry Screen

TAS/BETC Section


The TAS/BETC section of the Payment Entry screen contains :

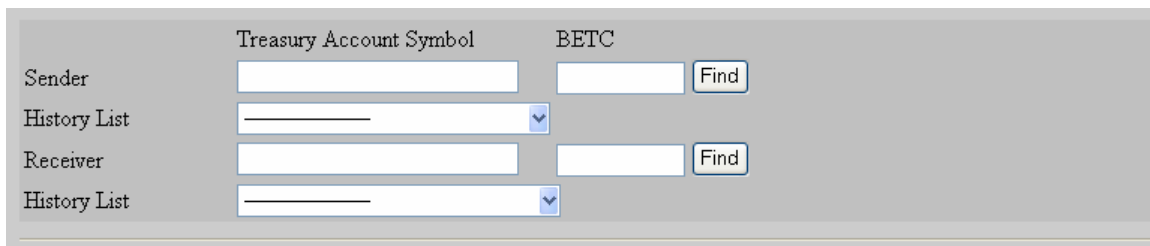
- TAS/BETC fields - enables the sender or receiver to enter TAS/BETCs
- A Find button - enables a user to search for a TAS/BETC
- A History field – enables a user to view and select TASs that have been previously used.

A user can either enter the TAS/BETC into IPAC using three different methods.

- Entering the TAS/BETC in the field
- Clicking on the History List drop down arrow  and selecting a previously used TAS/BETC or;
- Using the Find button.

To insert a Sender Treasury Account Symbol and BETC using the Find button:

1. Type a search parameter followed by a wildcard, for example, (20)%, to look for the pattern (20) in the Sender Treasury Account Symbol
2. Click the Find button, which changes “History List” to “Search Results List,” and displays the list of TAS to find and select.
3. Click the down arrow .
4. Select a TAS from the list, which automatically enters a BETC (see Figures 2.3 and 2.4).
5. Follow the same steps to enter a Receiver Treasury Account Symbol and BETC.





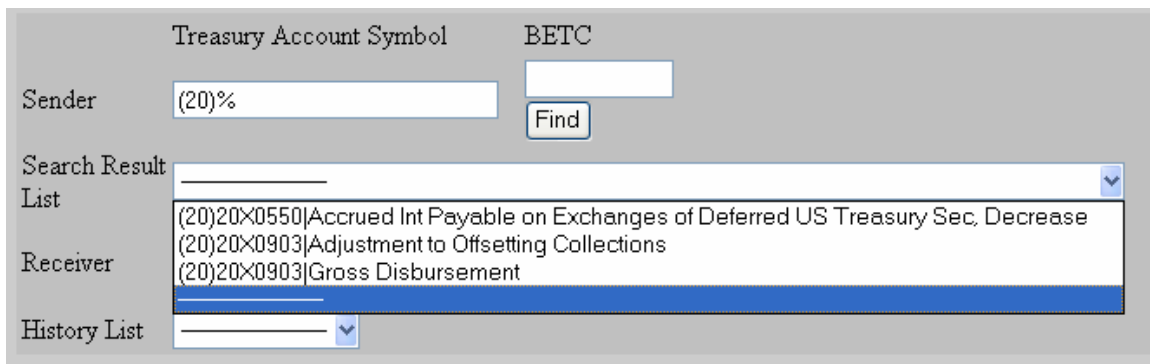
	Treasury Account Symbol	BETC
Sender	<input type="text"/>	<input type="text"/> <input type="button" value="Find"/>
History List	<input type="text"/> 	
Receiver	<input type="text"/>	<input type="text"/> <input type="button" value="Find"/>
History List	<input type="text"/> 	

Figure 2.3 TAS/BETC Section while blank





	Treasury Account Symbol	BETC
Sender	(20)%	<input type="text"/> <input type="button" value="Find"/>
Search Result List	<input type="text"/> 	
Receiver	<div>(20)20X0550 Accrued Int Payable on Exchanges of Deferred US Treasury Sec, Decrease (20)20X0903 Adjustment to Offsetting Collections (20)20X0903 Gross Disbursement</div>	
History List	<input type="text"/> 	

Figure 2.4 TAS/BETC Screen After Clicking Find and the Search Result List Down Arrow 

The screenshot shows a software interface for entering payment data. It has a light gray background. At the top, there are two main sections: 'Treasury Account Symbol' and 'BETC'. Under 'Treasury Account Symbol', there is a 'Sender' field with the value '(20)20X0550' and a 'Receiver' field which is empty. Both have 'Find' buttons next to them. Under 'BETC', there is a field with the value 'AIPEXDEC' and a 'Find' button. Below these is a 'Search Result List' which is a dropdown menu showing the selected item: '(20)20X0550|Accrued Int Payable on Exchanges of Deferred US Treasury Sec. Decrease'. At the bottom, there is a 'History List' field which is empty.

Figure 2.5 TAS/BETC Screen After Selecting a TAS

TAS/BETC Data Entry Fields

Sender Treasury Account Symbol

The Sender Treasury Account Symbol field contains the Treasury account, appropriation, or fund symbol for the sender, or the Treasury-assigned account number used to classify agency transactions.

Sender BETC

The Sender BETC field is used to identify the type of event recorded against a TAS and to implement the Governmentwide Accounting (GWA) business rules for posting events to the TAS.

You may use adjustment BETCs, (with the suffix AJ); in regular payment and collection transactions, but the transactions containing them cannot be adjusted.

Receiver Treasury Account Symbol

The Receiver Treasury Account Symbol field contains the Treasury account, appropriation, or fund symbol for the receiver, or the Treasury-assigned account number used to classify agency transactions.

Receiver BETC

The Receiver BETC field is used to identify the type of event recorded against a TAS and to implement the GWA business rules for posting events to the TAS.

You may use adjustment BETCs, (with the suffix AJ); in regular payment and collection transactions, but the transactions containing them cannot be adjusted.

Payment Entry Function Buttons

There are eight function buttons on the Payment Entry screen:

Finished

The Finished button is the OK or Submit button for entering a payment, collection, or zero dollar transaction. It sends the information entered into the data entry fields to the IPAC system for processing.

More Detail

The More Detail button saves entered payment or collection transaction information and provides a new form for entering another detail or transaction.

SGL Accounts

The SGL Accounts button allows you to add SGL information to your payment or collection transaction and displays the SGL Accounts screen, shown in Figure 1.2.

Review Detail

The Review Detail button displays the Payment Entry screen, including the previously entered information.

Special Requirements

The Special Requirements button displays the IPAC Adjustment Special Requirements screen (see Figure 2.5), including the Detail Amount and Transaction Description special requirements for this transaction, if any were entered.

Return to IPAC Main Menu

The Return to IPAC Main Menu button displays the IPAC Main Menu.

Clear

The Clear button resets the data entry fields to the values displayed the last time the screen was accessed. No data is submitted.

Help

The Help button displays the system help information.

Section 3 Collection Entry

The Collection Entry screen (see Figures 3.1 and 3.2) contains the TAS/BETC section.

Figure 3.1 Collection Entry Screen


Figure 3.2 Collection Entry Screen

TAS/BETC Section


The TAS/BETC section of the Payment Entry screen contains:

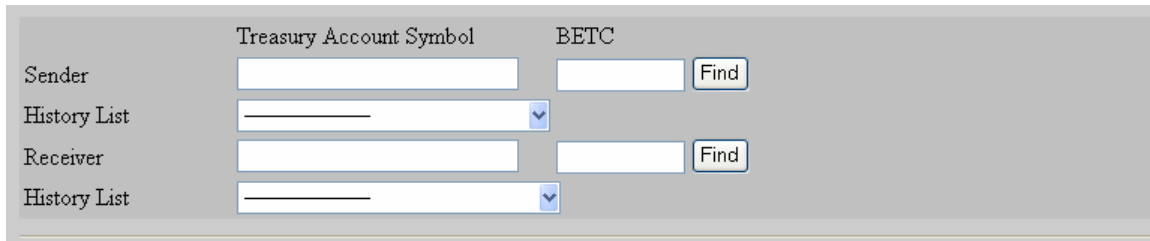
- TAS/BETC fields - enables the sender or receiver to enter TAS/BETCs
- A Find button - enables a user to search for a TAS/BETC
- A History field – enables a user to view and select TASs that have been previously used.

A user can either enter the TAS/BETC into IPAC using three different methods.

- Entering the TAS/BETC in the field
- Clicking on the History List drop down arrow  and selecting a previously used TAS/BETC or;
- Using the Find button.

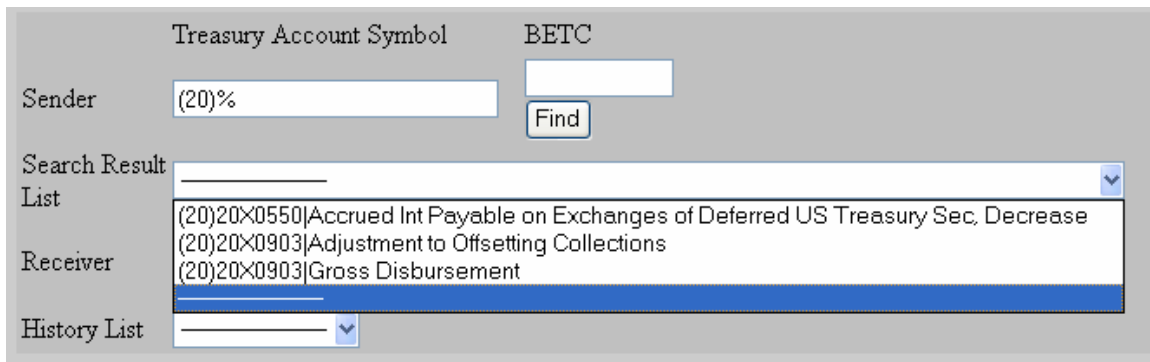
To insert a Sender Treasury Account Symbol and BETC using the Find button:

6. Type a search parameter followed by a wildcard, for example, (20)%, to look for the pattern (20) in the Sender Treasury Account Symbol.
7. Click the Find button, which changes “History List” to “Search Results List,” and displays the list of TAS to find and select.
8. Click the down arrow .
9. Select a TAS from the list, which automatically enters a BETC (see Figures 2.3 and 2.4).
10. Follow the same steps to enter a Receiver Treasury Account Symbol and BETC.



The screenshot shows the TAS/BETC entry screen. It has four rows: Sender, History List, Receiver, and History List. Each row has a text field for the Treasury Account Symbol and a text field for the BETC. The Sender and Receiver rows also have a 'Find' button to the right of the BETC field. The History List rows have a dropdown arrow to the right of the text field.

Figure 3.3 TAS/BETC Screen while blank



The screenshot shows the TAS/BETC entry screen after a search. The Sender Treasury Account Symbol field contains '(20)%'. The Find button is visible. The Search Result List dropdown is open, showing a list of results. The first result is '(20)20X0550|Accrued Int Payable on Exchanges of Deferred US Treasury Sec, Decrease'. The second result is '(20)20X0903|Adjustment to Offsetting Collections'. The third result is '(20)20X0903|Gross Disbursement'. The Receiver Treasury Account Symbol field is empty. The History List dropdown is also visible.

Figure 3.4 TAS/BETC Screen After Clicking Find and the Search Result List Down Arrow 

The screenshot shows a web-based form for TAS/BETC data entry. At the top, there are two main sections: 'Treasury Account Symbol' and 'BETC'. Under 'Treasury Account Symbol', the 'Sender' field contains the value '(20)20X0550'. To its right, the 'BETC' field contains 'AIPEXDEC'. Below these, there is a 'Search Result List' which is a dropdown menu showing the selected item: '(20)20X0550|Accrued Int Payable on Exchanges of Deferred US Treasury Sec. Decrease'. Below the search results, there is a 'Receiver' field which is currently empty. At the bottom, there is a 'History List' field which is also empty. There are 'Find' buttons next to the 'Sender' and 'Receiver' fields.

Figure 3.5 TAS/BETC Screen After Selecting a TAS

TAS/BETC Data Entry Fields

Sender Treasury Account Symbol

The Sender Treasury Account Symbol field contains the Treasury account, appropriation, or fund symbol for the sender, or the Treasury-assigned account number used to classify agency transactions.

Sender BETC

The Sender BETC field is used to identify the type of event recorded against a TAS and to implement the Governmentwide Accounting (GWA) business rules for posting events to the TAS.

You may use adjustment BETCs, (with the suffix AJ); in regular payment and collection transactions, but the transactions containing them cannot be adjusted.

Receiver Treasury Account Symbol

The Receiver Treasury Account Symbol field contains the Treasury account, appropriation, or fund symbol for the receiver, or the Treasury-assigned account number used to classify agency transactions.

Receiver BETC

The Receiver BETC field is used to identify the type of event recorded against a TAS and to implement the GWA business rules for posting events to the TAS.

You may use adjustment BETCs, (with the suffix AJ); in regular payment and collection transactions, but the transactions containing them cannot be adjusted.

Payment Entry Function Buttons

There are eight function buttons on the Payment Entry screen:

Finished

The Finished button is the OK or Submit button for entering a payment, collection, or zero dollar transaction. It sends the information entered into the data entry fields to the IPAC system for processing.

More Detail

The More Detail button saves entered payment or collection transaction information and provides a new form for entering another detail or transaction.

SGL Accounts

The SGL Accounts button allows you to add SGL information to your payment or collection transaction and displays the SGL Accounts screen, shown in Figure 1.2.

Review Detail

The Review Detail button displays the Payment Entry screen, including the previously entered information.

Special Requirements

The Special Requirements button displays the IPAC Adjustment Special Requirements screen (see Figure 2.5), including the Detail Amount and Transaction Description special requirements for this transaction, if any were entered.

Return to IPAC Main Menu

The Return to IPAC Main Menu button displays the IPAC Main Menu.

Clear

The Clear button resets the data entry fields to the values displayed the last time the screen was accessed. No data is submitted.

Help

The Help button displays the system help information.

Collection Entry Function Buttons

There are eight function buttons on the Collection Entry screen:

Finished

The Finished button is the OK or Submit button for entering a payment, collection, or zero dollar transaction. It sends the information entered into the data entry fields to the IPAC system for processing.

More Detail

The More Detail button saves entered payment or collection transaction information and provides a new form for entering another detail or transaction.

SGL Accounts

The SGL Accounts button allows you to add SGL information to your payment or collection transaction and displays the SGL Accounts screen, shown in Figure 1.2.

Review Detail

The Review Detail button displays the Collection Entry screen, including the previously entered information.

Special Requirements

The Special Requirements button displays the IPAC Adjustment Special Requirements screen (see Figure 2.5), including the Detail Amount and Transaction Description special requirements for this transaction, if any were entered.

Return to IPAC Main Menu

The Return to IPAC Main Menu button displays the IPAC Main Menu.

Clear

The Clear button resets the data entry fields to the values displayed the last time the screen was accessed. No data is submitted.

Help

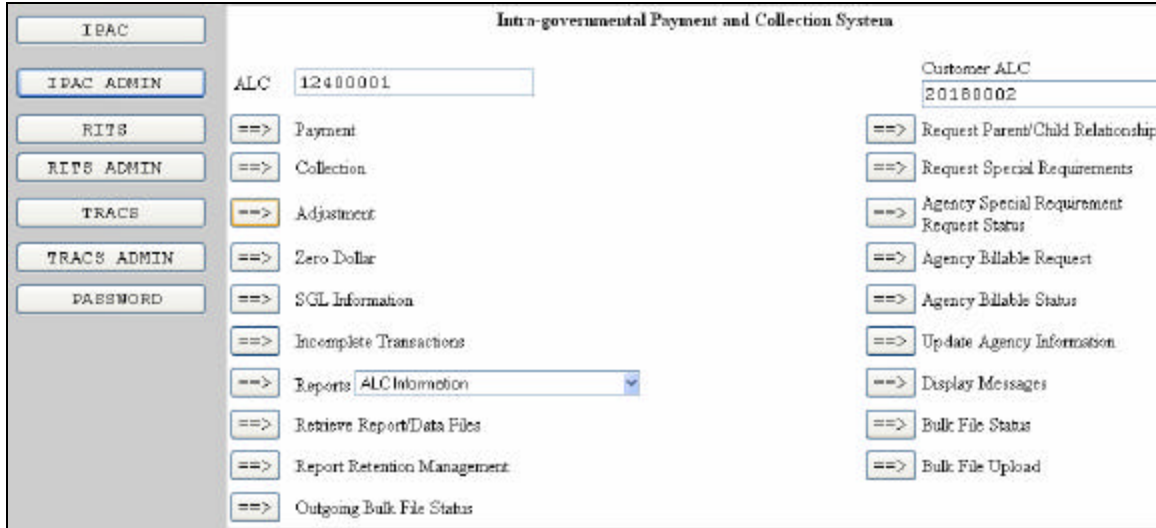
The Help button displays the system help information.

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Section 4 Adjustments

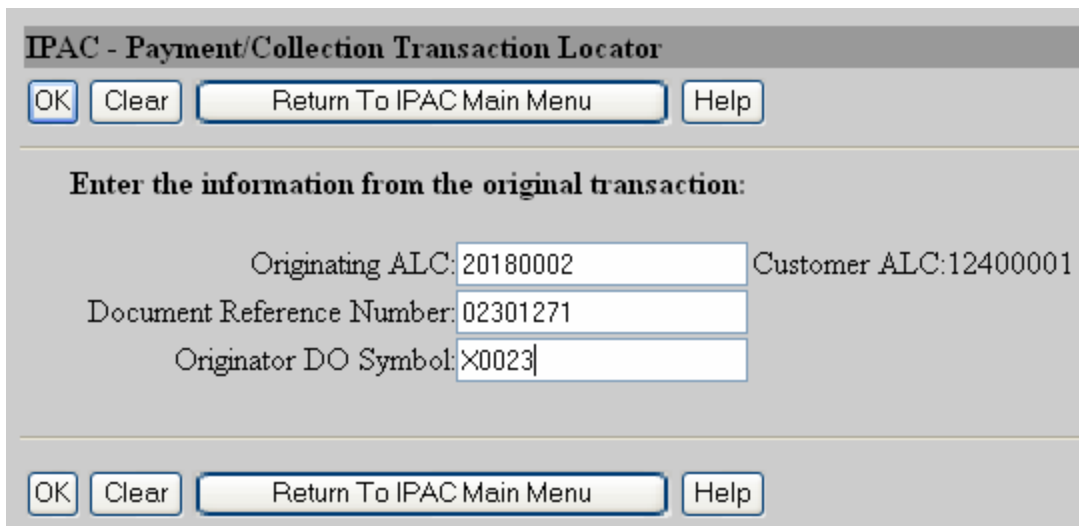
To make an adjustment:

1. Access the IPAC Main Menu screen (see Figure 4.1).
2. Enter the Customer ALC in the left entry field (ALC) and the originating ALC in the right entry field (Customer ALC). The originating ALC and the customer ALC must be in the reverse entry fields to process an adjustment.
3. Click the Adjustment button; the Payment/Collection Transaction Locator screen displays (see Figure 4.2).



The IPAC Main Menu screen is titled "Intra-governmental Payment and Collection System". It features a left sidebar with buttons: IPAC, IPAC ADMIN, RITS, RITS ADMIN, TRACS, TRACS ADMIN, and PASSWORD. The main area contains two columns of options, each preceded by an "==" button. The left column includes: ALC (with a text field containing "12400001"), Payment, Collection, Adjustment (highlighted with a yellow border), Zero Dollar, SQL Information, Incomplete Transactions, Reports (with a dropdown menu showing "ALC Information"), Retrieve Report/Data Files, Report Retention Management, and Outgoing Bulk File Status. The right column includes: Customer ALC (with a text field containing "20180002"), Request Parent/Child Relationship, Request Special Requirements, Agency Special Requirement Request Status, Agency Billable Request, Agency Billable Status, Update Agency Information, Display Messages, Bulk File Status, and Bulk File Upload.

Figure 4.1 IPAC Main Menu Screen



The IPAC - Payment/Collection Transaction Locator screen has a title bar "IPAC - Payment/Collection Transaction Locator". Below the title bar are buttons: OK, Clear, Return To IPAC Main Menu, and Help. The main area is titled "Enter the information from the original transaction:". It contains three text input fields: "Originating ALC:" (with value "20180002"), "Customer ALC:" (with value "12400001"), and "Document Reference Number:" (with value "02301271"). Below these is a field for "Originator DO Symbol:" (with value "X0023"). At the bottom are buttons: OK, Clear, Return To IPAC Main Menu, and Help.

Figure 4.2 Payment/Collection Transaction Locator Screen

Note: The Document Reference Number and the Originator DO Symbol are used in the required fields on the Payment/Collection Transaction Locator screen, shown in Figure 4.2. You can find the Document Reference Number and the Originator DO Symbol on the Adobe Reader report that was available after completing the original transaction or on the IPAC Transaction Report.

Payment/Collection Transaction Locator Data Entry Fields

There are three data entry fields on the Payment/Collection Transaction Locator screen:

Originating ALC

The Originating ALC field displays the originating ALC for the original payment that you want to adjust.

Document Reference Number

The Document Reference Number field displays the original payment that you want to adjust.

Originator DO Symbol

The Originator DO Symbol field displays the originating DO for the original payment that you want to adjust.

Payment/Collection Transaction Locator Function Buttons

There are four function buttons on the Payment/Collection Transaction Locator screen:

OK

The OK button sends the information entered into the data entry fields to the IPAC system for processing.

Clear

The Clear button resets the data entry fields to the values displayed the last time the screen was accessed. No data is submitted.

Return to IPAC Main Menu

The Return to IPAC Main Menu button displays the IPAC Main Menu.

Help

The Help button displays the system help information.

IPAC - Payment/Collection Detail Selection

Selected Detail Review Adjustment Detail Adjust Entire Transaction Clear

Return To IPAC Main Menu Help

Information from the Original Transaction:

Originating ALC: 20180002 Document Reference Number: 02301271
Summary Amount: 24.00 Number of Details: 1
Transaction Type: P

#1 - Amt:24.00 - Desc:

Selected Detail Review Adjustment Detail Adjust Entire Transaction Clear

Return To IPAC Main Menu Help

Figure 4.4 Payment/Collection Detail Selection Screen

After clicking the OK button on the Payment/Collection Transaction Locator screen, the Payment/Collection Detail Selection screen displays (see Figure 4.4). Select a detail from the displayed transaction and click the Selected Detail button on the Payment/Collection Detail Selection screen.

Payment/Collection Detail Selection Function Buttons

There are six function buttons on the Payment Collection Transaction Locator screen:

Selected Detail

The Selected Detail button displays the Adjustment Entry screen, shown in Figures 4.5 and 4.6.

Review Adjustment Detail

The Review Adjustment Detail button displays the Adjustment Review Detail screen, shown in Figure 4.7.

Adjust Entire Transaction

The Adjust Entire Transaction button displays the Adjustment Confirmation screen, shown in Figure 4.8. Note that the IPAC application automatically adds the adjustment BETC.

Clear

The Clear button resets the data entry fields to the values displayed the last time the screen was accessed. No data is submitted.

Return to IPAC Main Menu

The Return to IPAC Main Menu button displays the IPAC Main Menu.

Help

The Help button displays the system help information.

IPAC - Adjustment Entry

Finished Sender SQL Account Review Detail Special Requirements Clear Return to Selection List
Return To IPAC Main Menu Help

Originating ALC: 12400001 Customer ALC: 20180002 Number of Details: 1 Summary Amount: 0.00
Original Document Reference Number: 02301271 Original Accomplished Date: 03/22/2006 Original Accounting Date: 03/31/2006
ALC Contact: Sybil Graham Contact Phone: Contact Email:

Treasury Account Symbol: BETC
Sender *: (20)20x0550 APEXINC Find
Search Result List: (20)20x0550 Accrued Int Payable on Exchanges of Deferred US Treasury Sec. Increase
Receiver: (20)20x0550 Accrued Int Payable on Exchanges of Deferred US Treasury Sec. Increase
History List: (20)20x0503 Offsetting Collection
(20)20x0503 Adjustment to Gross Disbursements

Sender DUNS: Sender DUNS +4: 1111 Receiver DUNS: Receiver DUNS +4
Line Number: 1 Receiver Department Code: 12
Purchase Order Number: 888888 Invoice Number: 888888 Obligating Document Number: 888888
Requisition Number: Contract Number: CLIN

Figure 4.5 Adjustment Entry Screen

JAS Number: ACT(trace number): Job (Project) number:
Quantity: 12.00 Unit Price: 2.00 Detail Amount: * 0.00
Pay Flag: F Unit of Issue: ea ACRN:
Accounting Classification Code: FSN/AAA/ADSN: 0 DOD Accounting Code:
Contact Name: Contact Phone:
Transaction Description: * Miscellaneous Information:
Finished Sender SQL Account Review Detail Special Requirements Clear Return to Selection List
Return To IPAC Main Menu Help

Figure 4.6 Adjustment Entry Screen After Clicking Selected Detail

Enter information in the Detail Amount field and the Transaction Description field.

You may use adjustment BETCs, that is, BETCs with the suffix AJ, in regular payment and collection transactions, but the transactions containing them cannot be adjusted.

Adjustment Entry Data Entry Fields

There are five data entry fields on the Adjustment Entry screen:

Detail Amount

The Detail Amount field is the dollar amount of the transaction or the Quantity multiplied by the Unit Price.

Contact Name

The Contact Name field is used to identify the name of the person to contact if there is a problem with the transaction.

Contact Phone

The Contact Phone field is used to provide the telephone number for the person identified in the Contact Name field.

Transaction Description

The Transaction Description field displays a definition of the payment/adjustment.

Miscellaneous Information

The Miscellaneous Information field displays additional information about the transaction.

Adjustment Entry Function Buttons

There are eight function buttons on the Adjustment Entry screen:

Finished

The Finished button sends the entered information to the IPAC application if your adjustment to the transaction is complete and contains the required information.

Sender SGL Account

The Sender SGL Account button allows you to add SGL information to your payment or collection transaction and displays the SGL Accounts screen, shown in Figure 1.2.

Review Detail

The Review Detail button displays the Adjustment Review Detail screen, shown in Figure 4.7.

Special Requirements

The Special Requirements button displays the IPAC Adjustment Special Requirements screen (see Figure 2.5), including the Detail Amount and Transaction Description special requirements for this transaction, if any were entered.

Clear

The Clear button resets the data entry fields to the values displayed the last time the screen was accessed. No data is submitted.

Return to Selection List

The Return to Selection List button displays the Payment/Collection Detail Selection screen, shown in Figure 4.4. No data on the current screen will be saved.

Return to IPAC Main Menu

The Return to IPAC Main Menu button displays the IPAC Main Menu.

Help

The Help button displays the system help information.

IPAC - Adjustment Review Detail

Return Return To IPAC Main Menu Help

ALC: 12400001 Original Document Reference Number: 02301271
Amount: 24.00 Number of Line Items: 1

#1 - Amt:24.00 - Desc: 123454577 567 8 769 790

Return Return To IPAC Main Menu Help

Figure 4.7 Adjustment Review Detail Screen

Clicking the Review Adjustment Detail button on the Payment/Collection Detail Selection screen displays the Adjustment Review Detail screen.

Adjustment Review Detail Function Buttons

There are three function buttons on the Adjustment Review Detail screen:

Return

The Return button displays the Payment/Collection Detail Selection screen that you viewed prior to the Adjustment Review Detail screen.

Return to IPAC Main Menu

The Return to IPAC Main Menu button displays the IPAC Main Menu.

Help

The Help button displays the system help information.

The image shows a screenshot of the 'IPAC - Adjustment Confirmation' screen. At the top, there is a title bar with the text 'IPAC - Adjustment Confirmation'. Below the title bar, there are three buttons: 'OK', 'Print', and 'Help'. The main area of the screen displays transaction details in a structured layout. It includes 'Originating ALC: 12400001', 'Customer ALC: 20180002', and 'Voucher No.: 08717062' on the first line. The second line shows 'Accomplished Date: 02/24/2006', 'Summary Amount: 24.00', and 'Number of Details: 1'. The third line shows 'Time: 8:16:56'. At the bottom of the screen, there are again three buttons: 'OK', 'Print', and 'Help'.

Figure 4.8 Adjustment Confirmation Screen

Clicking the Adjust Entire Transaction button in Figure 4.4 Payment/Collection Detail Selection screen and clicking the Finished button in Figure 4.6 Adjustment Entry screen displays the Adjustment Confirmation screen (see Figure 4.8).

Adjustment Confirmation Function Buttons

There are three function buttons on the Adjustment Confirmation screen:

OK

The OK button performs the same operation as a Send button. It sends the application the confirmation that the adjustment was made.

Print

The Print button allows you to generate a paper or electronic copy of the pertinent information about this transaction.

Help

The Help button displays the system help information.

Section 5 Zero Dollar Entry

The Zero Dollar Entry screen (see Figures 5.1 and 5.2) contains the TAS/BETC section.

Figure 5.1 Zero Dollar Entry Screen

Figure 5.2 Zero Dollar Entry Screen

TAS/BETC Section

The TAS/BETC section of the Payment Entry screen contains:

- TAS/BETC fields - enables the sender or receiver to enter TAS/BETCs
- A Find button - enables a user to search for a TAS/BETC
- A History field – enables a user to view and select TASs that have been previously used.

A user can either enter the TAS/BETC into IPAC using three different methods.

- Entering the TAS/BETC in the field
- Clicking on the History List drop down arrow ▼ and selecting a previously used TAS/BETC or;
- Using the Find button.

To insert a Sender Treasury Account Symbol and BETC using the Find button:

11. Type a search parameter followed by a wildcard, for example, (20)%, to look for the pattern (20) in the Sender Treasury Account Symbol.
12. Click the Find button, which changes “History List” to “Search Results List,” and displays the list of TAS to find and select.
13. Click the down arrow ▼.
14. Select a TAS from the list, which automatically enters a BETC (see Figures 2.3 and 2.4).
15. Follow the same steps to enter a Receiver Treasury Account Symbol and BETC.

	Treasury Account Symbol	BETC
Sender	<input type="text"/>	<input type="text"/> Find
History List	<input type="text"/> ▼	
Receiver	<input type="text"/>	<input type="text"/> Find
History List	<input type="text"/> ▼	

Figure 5.3 TAS/BETC Section while blank

	Treasury Account Symbol	BETC
Sender	(20)%	<input type="text"/> Find
Search Result List	<input type="text"/> ▼ (20)20X0550 Accrued Int Payable on Exchanges of Deferred US Treasury Sec, Decrease (20)20X0903 Adjustment to Offsetting Collections (20)20X0903 Gross Disbursement	
Receiver	<input type="text"/>	
History List	<input type="text"/> ▼	

Figure 5.4 TAS/BETC Screen After Clicking Find and the Search Result List Down Arrow ▼

	Treasury Account Symbol	BETC
Sender	(20)20X0550	AIPEXDEC Find
Search Result List	(20)20X0550 Accrued Int Payable on Exchanges of Deferred US Treasury Sec, Decrease ▼ 	
Receiver	<input type="text"/>	<input type="text"/> Find
History List	<input type="text"/> ▼	

Figure 5.5 TAS/BETC Screen After Selecting a TAS

TAS/BETC Data Entry Fields

Sender Treasury Account Symbol

The Sender Treasury Account Symbol field contains the Treasury account, appropriation, or fund symbol for the sender, or the Treasury-assigned account number used to classify agency transactions.

Sender BETC

The Sender BETC field is used to identify the type of event recorded against a TAS and to implement the Governmentwide Accounting (GWA) business rules for posting events to the TAS.

You may use adjustment BETCs, (with the suffix AJ); in regular payment and collection transactions, but the transactions containing them cannot be adjusted.

Receiver Treasury Account Symbol

The Receiver Treasury Account Symbol field contains the Treasury account, appropriation, or fund symbol for the receiver, or the Treasury-assigned account number used to classify agency transactions.

Receiver BETC

The Receiver BETC field is used to identify the type of event recorded against a TAS and to implement the GWA business rules for posting events to the TAS.

You may use adjustment BETCs (with the suffix AJ); in regular payment and collection transactions, but the transactions containing them cannot be adjusted.

Payment Entry Function Buttons

There are eight function buttons on the Payment Entry screen:

Finished

The Finished button is the OK or Submit button for entering a payment, collection, or zero dollar transaction. It sends the information entered into the data entry fields to the IPAC system for processing.

More Detail

The More Detail button saves entered payment or collection transaction information and provides a new form for entering another detail or transaction.

SGL Accounts

The SGL Accounts button allows you to add SGL information to your payment or collection transaction and displays the SGL Accounts screen, shown in Figure 1.2.

Review Detail

The Review Detail button displays the Payment Entry screen, including the previously entered information.

Special Requirements

The Special Requirements button displays the IPAC Adjustment Special Requirements screen (see Figure 2.5), including the Detail Amount and Transaction Description special requirements for this transaction, if any were entered.

Return to IPAC Main Menu

The Return to IPAC Main Menu button displays the IPAC Main Menu.

Clear

The Clear button resets the data entry fields to the values displayed the last time the screen was accessed. No data is submitted.

Help

The Help button displays the system help information.

Zero Dollar Entry Function Buttons

There are four function buttons on the Zero Dollar Entry screen:

Finished

The Finished button is the OK or Submit button for entering a payment, collection, or zero dollar transaction. It sends the information entered into the data entry fields to the IPAC system for processing.

Return to IPAC Main Menu

The Return to IPAC Main Menu button displays the IPAC Main Menu.

Clear

The Clear button resets the data entry fields to the values displayed the last time the screen was accessed. No data is submitted.

Help

The Help button displays the system help information.